

CHECKLIST

COMMUNITY PARTNERS



The following organizations and community groups should be involved in disaster mitigation efforts. This Project Impact potential partners checklist is meant to be a guide; you can design your contact list to meet the specific needs of your community.



Industry & Business	
Employers (<i>top 10 or 20 minimum</i>)	
Business Associations (<i>regional and neighborhood</i>)	
Chamber of Commerce	
Real Estate Developers	
Construction Industry	
Infrastructure	
Transportation Systems (<i>public and private</i>)	
Public Housing	
Utilities	
• gas	
• water and sewage	
• electric	
• telephone	
• cable	
Volunteer & Community-Based Organizations	
Places of Worship/Religious Groups	
Red Cross	
Kiwanis	
Lions Club	
Jaycees	
Knights of Columbus	
Rotary	
American Association of Retired Persons	
Public Interest Groups	
Parents-Teachers Association (PTA)	
Environmental Groups	
Neighborhood Associations	

Health Care	
Hospitals	
Medical Clinics	
Managed Care Facilities	
Emergency Medical Services (EMS)	
Government	
Federal	
• FEMA & other federal agencies	
State	
• representatives of governor	
• state agencies	
County & Local	
Elected Officials	
Town Managers	
Task Forces	
State Agencies	
• police department/law enforcement	
• fire department	
• public works	
• planning committee	
• zoning	
Workforce	
Unions (AFL-CIO)	
Professional Groups	
Education	
School Board	
Public & Private	
Universities & Community Colleges	
Vocational & Continuing Education	
Day Care & Child Care Centers	
Nursery Schools & Pre-Kindergarten	
Others	

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CHECKLIST

COMMUNITY PARTNERS



Conducting a Successful Meeting

Meetings are an important part of the activities of the *Disaster Resistant Community Planning Committee*, and in the beginning successful meetings can influence the momentum and enthusiasm of participants. Here are a few pointers for conducting successful committee meetings, many of which have been excerpted from the book *Fat Free Meetings* by Burt Albert, Peterson's 1996. ✓

Mark Your Calendar: Establish a calendar of meeting dates, times, and locations and post or deliver it to all committee members.	
Set the Vision: At the first meeting of the committee, make sure everyone is in agreement about the following items regarding the committee:	
<input type="checkbox"/> Purpose <input type="checkbox"/> Scope <input type="checkbox"/> Limitations <input type="checkbox"/> Deliverables <input type="checkbox"/> Milestones <input type="checkbox"/> Deadlines	
Set the Tone Among Participants: At the first meeting, invite participants to answer the questions below—they can either read them out loud or have the written answers reproduced for distribution at the meeting. These questions are designed to give insight to each participant's concerns, desires, and values.	
• What do I see as my role and responsibilities to this committee?	
• To be successful here, what do I need from the rest of the committee?	
• To be successful here, what do I need to give to the committee?	
• How do I see our committee contributing to the betterment of our community?	
• What specific things will occur in this meeting and through this committee to ensure such an outcome?	
• How do I plan to contribute to the success of this meeting and this committee?	
Check Level of Understanding: Some information that will be discussed at <i>Disaster Resistant Community Planning Committee</i> meetings will be somewhat technical, yet it is critical to the risk assessment and mitigation components of the Project Impact campaign. Ask questions of the participants to make sure they understand everything that is discussed and why it is important before misunderstandings become a barrier to progress.	
Set Goals: To ensure focus, the meeting facilitator should set goals for the meeting and consider sharing these goals with the group. For example, ask yourself:	
• If this meeting were a press event, what headline would I want to come out of this meeting?	
• What will participants take away from the meeting? What will be its value?	
• How will I measure the success of this meeting—what specific things need to be seen or heard?	
Set the Agenda: Urge participants to submit agenda requests on a standardized form that outlines what the individual would like the committee to do, why he or she would like the committee to do it, and what benefit it will bring to the committee and project as a whole. This prevents unnecessary agenda items that can be handled on an individual or subgroup basis, as well as reveals topics that need to be further developed before they are submitted to the entire committee.	
Have an Action-Oriented Agenda: When developing the agenda for the committee meetings, use action-oriented words that don't merely state what you are going to talk about, but connote activity and even outcomes. This helps keep your meeting focused and cuts down on time. For example, compare the following:	
Agenda Items	Agenda Action Items
<input type="checkbox"/> Committee Members	<input type="checkbox"/> Recruiting New Committee Members
<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> First Steps for Risk Assessment
<input type="checkbox"/> Publicity	<input type="checkbox"/> Appointing a Publicity Subcommittee

W O R K S H E E T

PERSONALIZED MEDIA LIST

Contact
Title
Publication/TV Station/Radio Station
Address
Telephone Numbers
Fax Number
Circulation/Reach
Other/Misc.
Contact
Title
Publication/TV Station/Radio Station
Address
Telephone Numbers
Fax Number
Circulation/Reach
Other/Misc.
Contact
Title
Publication/TV Station/Radio Station
Address
Telephone Numbers
Fax Number
Circulation/Reach
Other/Misc.

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CHECKLIST

EVENT PLANNING



Facility Appearance	
Conduct a "walk through" to determine the appearance of the facility before the event and check for:	
• Condition of signs, canopy, lobby, etc.	
• Adequacy of space for attendance	
• Accessibility for senior citizens and people with disabilities	
• Available parking	
• Bad weather considerations and alternatives	
Equipment	
Test equipment before use and allow time to get any needed replacements. Test the equipment with the actual materials you plan to use ahead of time. This is especially important for manufacturing equipment if you plan to give guided tours.	
Other Considerations	
These may or may not apply to your event, but they are important to keep in mind as you plan for your events:	
• Videotape equipment	
• Microphones/amplifier	
• Lectern	
• Platform/stage	
• Lighting	
• Air conditioning/heating	
• Acoustics	
• Recording equipment	
• Audiovisual aids (e.g., screens, charts, easels, chalkboards, slide projectors, slides)	
• Electrical outlets	
• Tables and chairs	
• Reception area	
• Photographer/video crew	

Materials	
Make sure your spokespeople and staff are equipped with the materials they need to effectively deliver your messages and meet event objectives. Examples include:	
• Agenda, schedule, or program	
• Gifts or awards	
• Brochures	
• Media kits	
• Direction signs	
• Name tags	
• Host badges or ribbons	
• Guest book or sign-in sheet	
• Posters or banners	
• Placards for speakers or guests of honor	
Staffing	
Make sure staff are available to oversee these different functions:	
• Rehearsal	
• Parking/traffic control	
• Registration and guest sign-in	
• Master of ceremonies or emcee duty	
• Photography and videotaping	
• Decorations	
• Catering	
• Audio/visual arrangements	
• Entertainers (such as musicians)	
• Set up/clean up	

NOTE: If your event involves a presentation or demonstration, you may wish to have prepared questions for designated questioners in the audience to facilitate Q&A discussion.

CHECKLIST

MEDIA



Media lists should include:

Newspapers (dailies, weeklies, monthlies, college/university papers, and community newsletters)	
City and Regional Magazines	
Local Trade and Business Publications	
State Bureaus of National Wire Services , such as the Associated Press (AP), Reuters, and United Press International (UPI)	
Local Radio and Television Stations (including college/university networks)	
Local Cable Stations	
Public Broadcasting Stations (which may have community affairs programming)	
Public Information Officers at military bases, if applicable (many military housing areas have broadcast stations and newsletters that may reach the entire families of service members)	

Regardless of the medium, for the most part your media list will consist of the following types of reporters:

Metro Desk/City Reporters —interested in news “around town”	
Public Affairs Reporters —interested in civic and legislative issues	
Business Reporters —interested in hard news involving regional business, local economy, and economic/community growth (e.g., impact on sales, environment, address changes)	
News Assignment Editors	
Public Service Announcement Directors	

Media Guidelines: When working with reporters, try your best to:

• Correct inaccuracies, otherwise they will be accepted as fact.	
• Pair use of statistics with stories or case studies that bring them to life.	
• Repeat important information to reinforce key message points.	
• Know your community objectives and the goals of Project Impact. Be prepared to provide information and answer questions in depth.	
• Stay out of other people's business. If a reporter asks you about the emergency fire rescue unit, for example, reply, “Let me get a firefighter to answer that.”	
• Always be honest. If you don't know an answer to a question say so and offer to find the answer or refer the reporter to someone who can.	

CHECKLIST

MITIGATION MEASURES



Brace high value equipment (such as computers and medical equipment) that could topple and get damaged	
Brace equipment that could block building exits or kill or injure people	
Brace parapet walls on buildings; brace or demolish outdoor shelters that pose collapse hazards	
Structurally retrofit unreinforced masonry buildings	
Structurally retrofit roofs during re-roofing	
Provide emergency back-up power to critical facilities: Emergency generators, secondary feeds, portable generators with standard camlock connections	
Harden critical wireless emergency communication systems	
Control use of sites with known high geological and seismic risk	
FLOOD MITIGATION ACTIONS	
Public Works/Utilities	
Protect or elevate ground-mounted transformers	
Elevate vulnerable equipment, electrical controls, and other equipment at waste water treatment plants, potable water treatment plants, and pump stations	
For sewer lines in the floodplain, fasten and seal manhole covers to prevent floodwater infiltration	
Protect wells and other potable water from infiltration and flood damage by raising controls and well pipe	
Replace low bridges or other obstructions that may induce flooding of houses or businesses	
Move building contents to a higher floor or store outside of the floodplain	
Residences	
Elevate existing residences above flood elevation on a new foundation	
Relocate residences outside floodplain	
Acquire and demolish residences	
Store important documents and irreplaceable personal objects (such as photographs) where they will not get damaged	



Elevate or relocate furnaces, hot water heaters, and electrical panels	
Provide openings in foundation walls that allow floodwaters in and out, thus avoiding collapse	
Build and install flood shields for doors and other openings (after evaluating whether the building can handle the forces) to prevent floodwaters' entering	
For drains, toilets, and other sewer connections, install backflow valves or plugs to prevent floodwaters from entering home	
Buy and install sump pumps with back-up power	
Businesses	
Elevate, floodproof, relocate, or demolish buildings	
Store important documents, such as insurance papers and other business papers, where they will not get damaged	
Elevate or relocate furnaces, hot water heaters, electrical panels, and other equipment	
Provide openings in foundation walls that allow floodwaters in and out, thus avoiding collapse	
Build and install flood shields for doors and other openings (after evaluating whether the building can handle the forces)	
For drains, toilets, and other sewer connections, install backflow valves or plugs; these can be tested by a plumber before a flood by plugging the sewer drain and filling waste pipes with clean water	
Backflow of sewer lines can occur outside of the flooded areas, particularly where there are combined sanitary or storm sewer systems; check with the city or county engineer for advice	
Move inventory that may be flooded; reduce inventory that may be flooded, if possible elevating, relocating, or protecting equipment that can be flooded	
Identify stored hazardous materials or other chemicals that could be flooded; and relocate or elevate these	

CHECKLIST

MITIGATION MEASURES



WILDFIRE MITIGATION ACTIONS	
Site	
Remove vegetation and combustible materials around structures	
Provide more than one means of access into and out of a community	
Provide fire breaks to prevent the spread of fire	
Provide fire roads to aid in firefighting	
Buildings/Contents	
Replace roofing with fire-resistant materials	
WIND MITIGATION ACTIONS	
Public Works/Utilities	
Electrical	
Provide higher grade poles for electrical distribution.	
Provide guy wires on poles subject to failure	
Provide emergency back-up power to critical facilities: emergency generators, secondary feeds, portable generators with standard camlock connections	
Analyze communication lines on power poles: If they cause unacceptable loads, remove when possible	
Make sure right-of-way around power lines is free of trees or limbs that may cause damage	
Traffic	
Protect traffic lights and other traffic controls from high winds	
Vegetation Thin trees to reduce wind damages and plant species of plants that are more resistant to wind damage	
Emergency Shelters Structurally analyze all buildings or rooms identified as shelters and strengthen these as necessary	
Buildings—Residential and Commercial	
Install shutters on windows and doors or otherwise protect building openings from wind damage	
Ensure that roof-mounted equipment, including cowlings and flashing, is securely mounted to the building	

Install additional connections (such as hurricane straps and tie downs) to resist wind loads	
When re-roofing a building, check and refasten the roof sheathing	
When re-roofing a critical building, consider providing additional protection from water damage (such as a layer of mopped felt)	
When re-roofing a building, avoid gravel or ballast on single-ply-membrane roof: Hurricane force winds could pick this up and damage buildings	
Consider underground electrical service (check on flooding hazard)	
Provide additional bracing for roof trusses	
Reinforce existing unreinforced masonry walls with the addition of reinforced columns and bond beams	
Minimize the number and size of existing windows and other openings and reinforce walls around openings	
Strengthen or select a wind-resistant exterior wall finish	
Inspect installation of pre-engineered metal buildings and strengthen as necessary	
SEISMIC MITIGATION ACTIONS	
Public Works/Utilities	
Replace brittle equipment in electrical substations	
Analyze/strengthen water towers	
Retrofit bridges, overpasses, and other critical transportation links	
Provide shut-off valves in distribution lines for water and gas service	
Buildings/Contents	
Add additional seismic connections through methods such as bolting	
Add shearwalls in buildings	
Brace equipment (such as sprinkler piping) whose failure could lead to increase building damages following an earthquake	
Brace equipment (such as mechanical equipment, chillers, emergency generators, and elevators) whose failure may disrupt the operation of a critical facility, such as a hospital	

List continues on back

CHECKLIST

RESOURCE IDENTIFICATION



The following categories, organizations, and incentive ideas should provide your Project Impact partners with a starting point in determining who has an investment in the disaster resistance of your community and what everyone can bring to the table to make the partnership successful.



Federal Agencies	
• FEMA	
• Agriculture	
• Commerce	
• Defense	
• Education	
• Energy	
• Health and Human Services	
• Housing and Urban Development	
• Interior	
• Labor	
• Transportation	
• Environmental Protection Agency	
• Small Business Administration	
• Other federal agencies	
State Agencies Relating To:	
• Office of the Governor	
• Transportation	
• Environment	
• Housing	
• Economic Development	
• Education	
• Budget	
• Insurance	
• Building or Construction Departments	
• Community Affairs	
• Public Health and Safety	
• Other state agencies	

Non-Profit Institutions	
• Community Foundations	
• Charitable Trusts	
• Colleges and Universities	
Banking & Insurance	
• Low interest mitigation	
• Premium reductions	
• Flood determinations for clients	
• Other financial incentives	
Employers	
Develop reasonable cost-effective incentives that will benefit your company, employees, and community	
Employee Organizations	
Donate labor for carrying out minimally engineered mitigation solutions in houses	
Professional Organizations	
Donate professional services or assistance in code enforcement, plan reviews, etc.	

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IDENTIFYING RISK



Use the suggestions below to help you map operational and economic considerations in your community. Identify:

What are the largest and most critical employers (including government and education)?	
How do employees reach their workplace?	
What utilities and modes of transportation are needed to keep businesses operating?	
What is the impact on local economy if businesses are not fully operational?	
What is the likelihood of permanent business closings and increases in unemployment?	
What are the location and hazard risks of customers and suppliers?	
What are the specific hazards to employees at specific facilities during a disaster?	
Are schools the primary form of temporary housing?	
What is the impact of closed schools to education funding and school year?	
How many people would each health care facility be able to accomodate?	
How important are rail, air, and port functioning to response and recovery after disasters?	
What communications channels are in place to relay important information in times of disaster?	

W O R K S H E E T

COMMUNITY PARTNERS

▶ Health Care Facilities

Schools

COMMUNITY PARTNERS

Municipal Departments

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W O R K S H E E T

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Public Utilities

Volunteer & Civic Organizations

COMMUNITY PARTNERS

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W O R K S H E E T

P E R S O N A L I Z E D M E D I A L I S T

Contact
Title
Publication/TV Station/Radio Station
Address
Telephone Numbers
Fax Number
Circulation/Reach
Other/Misc.
Contact
Title
Publication/TV Station/Radio Station
Address
Telephone Numbers
Fax Number
Circulation/Reach
Other/Misc.
Contact
Title
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